

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES00956	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Associate Administrator for Congressional and Intergovernmental Relations	ES	0340	00	
4. Supervisor's Recommendation	Associate Administrator Congressional & Intergov. Relations	ES	0340	00	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Lyons, Troy M.			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c. Office of Congressional and Intergovernmental Relations		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0F00000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator			
b. Signature 	c. Date 3/16/17	e. Signature 	f. Date 3/16/17		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code	
g. Bargaining Unit Code 6554	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 03/20/17
11. REMARKS Top Secret Clearance					

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

**ASSOCIATE ADMINISTRATOR FOR
CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS**

I. INTRODUCTION

The Associate Administrator for Congressional and Intergovernmental Relations serves as the principal advisor to the Administrator on all Congressional Affairs and State and local government relations. The Office of Congressional and Intergovernmental Relations serves as EPA's principal point of contact for Congress, States, and local governments and is the coordination point for interaction by other Agency offices and officials with these entities. The office serves as the liaison for the Agency with the national associations for state and local officials, including, but not limited to, the so-call Big Seven. The office recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with Congress, States, and local governments. All of the functions and responsibilities of the Associate Administrator apply to Agencywide programs and initiatives.

II. SUPERVISORY CONTROLS

Receives very general direction and broad policy guidance from the Administrator. Within this framework, is allowed wide latitude in the exercise of initiative and judgment in establishing and maintaining contacts with Members of Congress, their staffs, state and local government officials, and others to obtain current thinking, attitudes and outlooks affecting the Agency. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

III. MAJOR DUTIES AND RESPONSIBILITIES

1. Oversees the development of Agency policy pertaining to the Intergovernmental Relations program of the Environmental Protection Agency. This requires close collaboration with officials throughout the Agency, Members of Congress, the Office of Management and Budget, Executive Office of the President, Governors, industry, and others to determine needs and timing. Develops program plans for the operation of the Office.

2. Establishes and maintains working relationships with Agency programs and with Members of Congress and their staffs to keep abreast of thinking and plans of the Congress which affect Agency programs. Works with the Office of General Counsel and other officials, as required, to implement the Agency's programs on legislation development.

3. Serves as the principal source of advice and information to the Administrator on State and local government relations and concerns. Also, represents the Agency in

coordinating and providing technical assistance between Headquarters/Regional components and State and local/small town governments in resolving broad, issue-oriented intergovernmental problems.

4. Initiates and maintains contacts with officials in other government agencies, Executive Office of the President, Office of Management and Budget, non-government agencies, associations, industry, special interests groups, congressional committees and individual Members of Congress, representatives of the media, and others to assure the development of a responsive Intergovernmental Relations program. Serves as the focal point for officials of the Agency to obtain information on developments affecting Congressional actions and trends.

5. Represents the Agency at intergovernmental conferences. Conducts outreach efforts to explain the Agency's intergovernmental relations programs. Briefs the Administrator and Agency officials on matters concerning outreach efforts.

6. Establishes and maintains working relationships with program offices and state and local government offices. Recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with State, tribal, and local government officials. Works with the Regional Administrators to encourage the adoption of improved methods for dealing effectively with state and local governments and to ensure that state and local perspectives are brought to bear in the development of specific EPA policy and program initiatives.

7. Oversees the legislative information service which reviews and digests Congressional activities and keeps appropriate officials apprised; and maintains surveillance over reports issued by Congress and other agencies.

8. Is responsible for drafting legislation and providing technical advice to program offices on drafting legislation, reporting to OMB on proposed legislation and other matters before congressional committees, and reviewing transcripts of legislative hearing. Works closely with the staffs of various Assistant Administrators, Associate Administrators, Regional Administrators, and Headquarters Staff Office Directors in developing the Agency's legislative agenda and process. Assists the Agency's senior policy officials in guiding legislative initiatives through the legislative process. Is responsible for the Legislative Reference Library, which provides legislative research services for the Agency and provides EPA reports and materials to Congress, upon request.

9. Initiates and maintains contacts within headquarters to coordinate and provide technical assistance between Headquarters components and State/local governments in resolving broad issue-oriented inter-governmental problems.

10. Assures response to congressional inquiries; reviews and clears Agency testimony to Congress; works closely with Assistant Administrators, Associate Administrators, Regional Administrators, and other senior policy officials in defining and coordinating their relationship with Congress; identifies for the Agency important contacts and upcoming issues in Congress; informs Members and committees of Congress about Agency issues and concerns; and maintains liaison with Agency, regional and field officials, other government agencies, and public and private groups having an interest in legislative matters affecting the Agency.

11. Directs the activities and provides guidance to those staff members assigned to the Office. Supervises the preparation of background materials requested by Members of Congress, Congressional Committees, the White House and others. Directs and manages the staff and resources of the Office to assure maximum utilization and assure flexible and timely responses to changing priorities, goals and needs.

12. Exercises continuing responsibility to effectively support the Equal Employment Opportunity Affirmative Action Plan and communicating this support to subordinates, taking positive actions which will motivate and give opportunity to all personnel.

13. Performs other duties as assigned.

Investigate

Position Designation Record

Agency	EPA
Position Title	Assoc. Admin for Congressional & Intergovernmental Relations
Series and Grade/Pay	ES-0340-00
Band	
Position Description	EPES00956
Number	
Designator's Name & Title	Howard Barnett, Lead HR Specialist

National Duties

Unclassified information
(e.g. private, controlled
unclassified, or proprietary
information)

Degree of Potential for Compromise or Damage

- Unlimited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause exceptionally grave damage to national security

Investigation

T5

Form Required

SF 86

Sensitivity

Critical Sensitive

Risk Level

High Risk

Signature: 

Date: 03/20/17

Name: Honors Branch